



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

DATA PROCESSING MANAGER III

\$7,118 - \$8,486

STATEWIDE NETWORK SUPPORT BUREAU SACRAMENTO

RESPONSIBILITIES:

Under the general direction of the Division Chief, Information Technology Division (CEA II), this position will act as the Bureau Chief of the Statewide Network Support Bureau. The incumbent will manage and provide direction to the Help Desk functionality to ensure Information Technology Division (ITD) customer concerns are addressed in a responsible and effective manner. The incumbent will coordinate the administration and support of the California Department of Insurance's (CDI's) statewide data and telecommunication networks (including call centers), and will work with the highest level of CDI management to ensure networking and telecommunications performance supports their business processes. The DPM III will oversee the planning, coordination, and implementation of infrastructure, including maintenance and enhancements. The DPM III will work with senior-level staff to ensure that the CDI network infrastructure remains stable, advances with evolving technology and supports the strategic goals of the Department. The DPM III will play a major role in formulating strategy and policy pertaining to new and existing network infrastructure. The incumbent will manage the Bureau's operating budget and provide oversight and approval of hardware and software purchases relating to the Department's system infrastructure. Travel is occasionally required to San Francisco and Los Angeles. Overnight trips are possible.

DESIRABLE QUALIFICATIONS:

- Exhibit initiative, flexibility and strong interpersonal skills.
- Set well defined and realistic personal goals, display a high level of initiative, effort, and commitment towards completing assignments in a timely manner, work with minimal supervision, be motivated to achieve and demonstrate responsible behavior.
- Effectively lead teams with diverse technical backgrounds assigned to Internet/intranet development projects or video production projects.
- Adjust priorities based on shifts in management priorities.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Data Processing Manager III level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the***

11/26/13 NT for TB

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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state application.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Data Processing Manager III, PSN # 413-104-1393-001” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or tina.brown@insurance.ca.gov

FINAL FILING DATE: **December 9, 2013 – Close of Business**

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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